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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No. 062-2013

July 12, 2013

OPEN TO: All Interested Candidates

POSITION: USAID PROJECT MANAGEMENT SPECIALIST –
RULE OF LAW (0011855E2)

OPENING DATE: Friday, July 12, 2013

CLOSING DATE: Friday, July 26, 2013

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC – 11 Col.
Ps. \$87,860,886.00 – Col. Ps. \$144,970,458.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time. The application form may be requested via e-mail at: BogotaHR@usaid.gov or BogotaHRAApplicationForm@state.gov
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applications should be delivered directly to the U.S. Embassy (as instructed below). **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

SUBMIT APPLICATION TO:

American Embassy
c/o **USAID** Human Resources Section
Carrera 45 No. 24B-27 (Post 2)
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of USAID Project Management Specialist - Rule of Law for the Office of Democracy and Human Rights.

BASIC FUNCTION OF POSITION

The USAID Project Management Specialist will manage the Democracy and Human Rights (DHR) Office's rule of law portfolio and serve as the subject matter specialist on rule of law issues for the Mission. In addition to providing policy analysis on rule of law issues, s/he will develop, manage, and oversee the implementation through several implementing partners, of the four-year \$23.5 million rule of law portfolio which includes one contract, several grants, and government-to-government disbursement from inception to closeout and evaluation.

MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

The USAID Project Management Specialist will manage the Democracy and Human Rights (DHR) Office's rule of law portfolio and serve as the subject matter specialist on rule of law issues for the Mission. Specifically, the USAID Project Management Specialist will be responsible for:

A. Managing Access to Justice Project II

1. Develops, manages, and implements as the Contracting Officers Representative COR and Assistance Officer's Representative, AOR the rule of law portion of the DHR portfolio activities from inception to closeout and evaluation. Designs, manages, and oversees the implementation, through several implementing partners, of the four-year, \$23.5 million rule of law portfolio which includes a contract, several grants, and a government-to-government disbursement. Collectively, these activities have the following components: 1) Promoting greater access to justice through the services provided by Justice Houses; 2) Strengthening the Public Defender's Office to better fulfill its functions; 3) Providing support to institutions and organizations at the municipal level to assist in helping to meet the unmet justice needs of women; 4) Supporting civil society efforts to advocate for transformational reform in the justice sector; and 5) Supporting justice sector institutions to implement reforms that improve productivity and the quality of services delivered, especially in target zones. Participates in guiding, developing, and monitoring the work plan for the contractor and for the grantees/sub-grantees that carry out sub-project activities. Evaluates implementation progress and prepares quarterly reports for submission to USAID/Washington.
2. Conducts field visits to activity sites for the purpose of monitoring the implementation and progress of project activities. Identifies problems and offers solutions, reporting to the Deputy Director and Director of the DHR Office. Prepares trip reports and supplements these with oral briefings to the DHR Deputy Director and Office Director and, upon request, to other Mission officials.
3. Prepares inputs for reporting to USAID/Washington and State/Foreign Assistance Resources and tracks performance against objectives. Develops output and outcome indicators. Evaluates fully implemented activities to identify impact, lessons learned, and implementation problems and solutions.
4. Reviews Modified Acquisition and Assistance Documents (MAARDs) and recommends changes.
5. Contributes to discussions and the drafting of documents related to rule of law activity designs and implementation. Briefs and orients the various stakeholders (Departments of State and Justice, USAID/Washington, Government of Colombia (GOC), civil society counterparts) on the goals and implementation of the Access to Justice Project II.
6. For all project activities:
 - Supports in the design of activities, giving direction to the contractor on USAID's preferred methods and approaches.
 - Oversees implementation.

- Participates and guides the development of work plans and monitors their implementation.
- Reads and analyzes reporting on all activities and their implementation.
- Performs technical analyses and makes recommendations based on these analyses.
- Reviews factual reports on activities and developments impacting the democracy sector broadly, the rule of law sector, and the Access to Justice Project II.
- Makes frequent visits to activity sites.
- Reports problems to DHR management and recommends actions to resolve these problems.

B. Providing Policy Analysis and Programmatic Development

1. Conducts analyses of current and proposed GOC policies, from the perspective of strategic US Government (USG) interests in the areas of rule of law, while also considering the policies, mandates, and interests of non-USG institutions such as the Inter-American Commission on Human Rights and the International Criminal Court. Undertakes regular strategic analyses of national, regional and local policies in Colombia and assesses how they can be better integrated with and reinforce USAID's and the broader USG Country Team's objectives and goals related to rule of law. Based on this analysis, develops and recommends appropriate USAID and Embassy policies, and advises Mission/Embassy leadership and selected GOC counterparts on policy implementation.
2. Offers strategic leadership on the development and implementation of USAID programs and other democracy and governance initiatives in a manner designed to promote their consistency with USAID, Embassy, and GOC policy implementation objectives in the area of rule of law.

C. Carrying Out External Relations

1. Develops and maintains an active, productive dialogue on the development of key policy and programmatic initiatives, and institutional reforms, with high-level, senior governmental, judicial, donor, civil society, and private sector counterparts. The Project Management Specialist shall coordinate and interact regularly with high-level GOC counterparts to ensure a well-coordinated, complementary approach within the range of rule of law activities managed by the DHR Office.
2. Develops and maintains close and effective working relationships with senior officials in other USG agencies in the Embassy, such as the Political Section and the Department of Justice, as well as non-USG institutions including but not limited to the World Bank, the Inter-American Development Bank (IDB), the Organization of American States (OAS), The European Union (EU), and bilateral aid agencies on matters involving rule of law.

D. Reporting, Monitoring, and Carrying Out Other Office Administration Duties 10%

Performs all other duties as necessary for monitoring the achievement of selected results in the DHR Office's rule of law portfolio. Examples of such "other duties" include:

- Drafting correspondence pertaining to rule of law activities for the Deputy Office Director and Office Director that may also be channeled through the relevant Embassy section.
- Developing briefings for Mission Management, Embassy staff, and other relevant stakeholders (i.e., Congressional and Congressional Staffer delegations, TDY staff from Washington, NGO representatives).
- Monitoring the impact of other donor rule of law support.
- Reporting on an *ad-hoc* and regular basis on activities and monitoring of indicators.

- Responding daily to various program/activity requests.

REQUIRED QUALIFICATIONS

Note: Candidates who do not meet these required qualifications will not be considered.

- Education:** Master's degree in law, political science, public policy, sociology, or public administration is required.
- Prior Work Experience:** From 5 to 7 years of successful work in research, policy-making, legal, and/or program implementation positions in the democracy and governance field.
- Post Entry Training:** Training to be a COR/AOR. Participation in job-related training, seminars, workshops and development studies programs organized by USAID. Training in agency database systems and in other special areas related to duties when available.
- Language Proficiency** Level IV (fluent) in both English and Spanish is required.
- Knowledge abilities and skills:** Thorough knowledge of rule of law, public administration, political science and policy administration, conflict resolution, human rights, political economy, and/or governance theory and practice. Understanding of U.S. foreign/national security policy implications for development assistance. Ability to learn and implement USAID programming policies, regulations, reporting, procedures and documentation. Specific knowledge of the justice sector, human rights, anti-corruption, peace, and conflict mitigation and management. Knowledge of management information systems. In depth knowledge and understanding of the economic, political, social and cultural structure, and development prospects and priorities in Colombia.

Must have the ability to establish and maintain contacts with senior level officials of the Mission, the Embassy, the GOC, the judiciary, and key persons from non-governmental organizations and civil society. Ability to explain and defend USAID project policies, objectives and procedures. Ability to obtain, analyze and evaluate a variety of complex data relevant to Colombia political and development contexts and to present findings and recommendations effectively in written and oral forms in both English and Spanish. Ability to plan, develop, manage and evaluate important programs/projects, especially in the democracy field.

POSITION ELEMENTS

- Supervision Received:** The Project Management Specialist is under the direct supervision of the DHR Office Director must be able to perform h/her duties with little day-to-day supervision. The Project Management Specialist must have the sound judgment, knowledge and self-confidence to largely act independently, usually without prior direction from the Office Director.
- Available Guidelines:** Basic administrative policy statements and precedents are provided. Guidelines are available for program design, development and implementation duties area in the form of the USAID ADS system. Formal guidelines are not available for the other duty areas. Guidance may be provided by the Office Director, but generally on an *ad hoc* basis. The Project Management Specialist must be able to perform in a consistently strong fashion in the absence of explicit guidelines or guidance.
- Exercise of Judgment:** The Project Management Specialist is expected to consistently exercise very high quality judgment, particularly in the areas of policy development and external relations. The individual must rely on their judgment in the absence of day-to-day supervision.
- Authority to Make Commitments:** The Project Management Specialist is not authorized to make financial commitments on behalf of the U.S. Government.
- Nature, Level, and Purpose of Contacts:** Contacts required by the position include: (1) senior USAID officials, including the Mission Director and h/her Deputy, other Office Directors, and personnel in Washington; (2) senior Embassy officials, including the Deputy Chief-of-Mission, Chief of the Political Section, officials in the Narcotics Affairs Section (NAS) and, representatives of the

Department of Defense; (3) high-level officials in the GOC such as the Vice-President, Ministers, Vice-Minister of Justice, the Human Rights Ombudsman, and the Colombian Congress; (4) high-level magistrates of the Colombian High Courts; (5) senior representatives of non-governmental organizations and civil society; (6) officials from other international donor institutions, and, (7) representatives of the DHR Office's rule of law implementing partners. In the case of the last group, the purpose of the contacts will be to provide program direction and guidance, while contacts with other donors will be to explain USAID's rule of law programs and gain support and collaboration. In terms of the other groups, the purpose of the contacts will generally be to provide expert analysis, programmatic information, and policy advice. In all cases, the USAID Project Management Specialist will be expected to initiate and sustain contacts with little oversight from h/her supervisor.

- f. **Supervision Exercised:** No direct supervision of other members on the DHR team, but will contribute to assignment of duties of Office Administrative Assistant.
- g. **Time Required to Perform Full Range of Duties:** One year for duties as COR/AOR of the Access to Justice Program II.

SELECTION CRITERIA

40 points: Demonstrated work experience in research, policy-making, legal, and/or program implementation positions in the democracy and governance field.

35 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills. Demonstrated ability to analyze complex information and prepare succinct, professional quality analytical pieces and make oral presentations.

15 points: Evidence of strong English/Spanish skills.

10 points: Strong technical education background in the field of, law, political science, public policy, sociology, or public administration is required.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY FRIDAY, JULY 26, 2013 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

USAID handles their own recruitment processes.
For any questions in regard to this recruitment process please contact USAID Bogota office directly.